Using the Import Assistants

Use the AICC and SCORM import tools to create content objects in SuccessFactors Learning.

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Using the Import Assistants: Main Concepts of the Import Tools

Importing the online item content structure into SuccessFactors Learning is an easy, time-saving approach to creating content objects, as opposed to creating them manually. The AICC and SCORM import tools create content objects in SuccessFactors Learning.

Admin Tools > Learning > Learning Administration > Learning > Content > Tools

1 AICC Import Tool

The AICC Import tool creates an AICC Appendix A (level-1 compliant) import of a course into SuccessFactors Learning. The AICC Import tool also

includes a step to create an item or a content package. Use this assistant to import content structure from a development instance into a production instance of SuccessFactors Learning.

2 SCORM Import Tool

All content following the SCORM 2004 standard must be imported using the SCORM Import Assistant to ensure needed sequencing and navigation information is available to SuccessFactors Learning. A content package is created each time a SCORM 2004 course is imported into SuccessFactors Learning, regardless of how many content objects are provided by the content.

SCORM defines content structure in a single manifest XML file (imsmanifest.xml). SuccessFactors Learning searches for this manifest within a .zip file. If the .zip file is greater than 1MB, it must be uploaded to a web server and accessed using the URL.

Spotlight: Content Package

A content package is a grouping of content objects. It is an easy and convenient way to organize content for multiple item assignments. Content packages are particularly important for SCORM 2004 (and SCORM 2004 4th Edition) content as they ensure needed sequencing and navigation information is available to SuccessFactors Learning.

Main Concepts of the Import Tools: Step by Step

Using AICC Import Tool
Admin Tools > Learning > Learning Administration > Learning > Content > Tools > AICC Import

1 Click *Browse* next to the *CRS File* field to select the Course file.
- The *Course* file (.crs) contains information about the course as a whole. It offers information that relates to more than just a single element in the course.
- The *Course Structure* file (.cst) contains the basic data on the structure of the course. It includes all of the assignable units (content objects) and blocks (folders) in the course.
- The *Descriptor* file (.des) contains a complete list of every element in the course. It is the basic cross-reference file showing the correspondence of system-generated IDs with administrator-defined IDs for every element.
- The *Assignable Unit* file (.au) contains information relating to all the assignable units (content objects) in the course.

2 Click *Next*.

3 Select either *New Item* or *Existing Item*.

4 Select the item type, enter the item ID, and revision date and time.

5 Click *Next*.

6 Click the *Content is available for launch* and the *Mark item complete when all objects are complete* checkboxes.

7 Select an *Online Completion Status* and *Failure Status*.

8 Click *Finish*.

Main Concepts of the Import Tools: Step by Step

Using SCORM Import Tool
Admin Tools > Learning > Learning Administration > Learning > Content > Tools > SCORM Import

1 Click *Browse* to locate the ZIP file that includes the SCORM manifest XML (imsmanifest.xml) to be imported.

2 Click the *Deploy Content to Server* check box. The system will extract the SCORM content and place it on the content server.

3 Click *Next*.

4 Enter the *Content Package ID* for the system to create a new content package.

5 Click the *Add New Item* check box.

6 Select the *Item Type* from the drop-down menu.

7 Enter the *Item ID*.

8 In the Online Settings section, click the *Mark Item Complete when all objects are complete* checkbox.

9 Select the *Online Completion Status* from the drop-down menu.

10 When done, click *Import Files*.